

National Fire Plan Success Story Template

***Remember, try to tell a story, make it compelling for the reader.*

Project Name:

Project Location

Year

Purpose: Not to exceed 50 words.

- Write this part as if it were the lead paragraph for a press release.
- Why is this project significant?

Project Description: Not to exceed 150 words.

- Project location (forest, district, management unit, park, etc.)
- Names of communities affected.
- Type of ecosystem, if applicable – tree and plant species, etc.
- Project benefits – such as reduces hazardous fuels, improves wildlife habitat, protects community watersheds, reduces wildfire risk etc.
- Project activities including Rx burns, thinning, chipping, education, prevention, community fire planning, utilization and marketing etc.
- Scope and measurables – such as # of persons reached, affected, or educated, # of acres treated, and/or # of homes assessed.

Partners: Not to exceed 50 words.

- A list of partners involved
- A description of the collaboration process.

Outcomes: Not to exceed 50 words.

- Outcomes achieved or outcomes/results expected when completed.

Accomplishments to Date: Not to exceed 50 words.

- Project/activity starting times and planned completion times.
- Human resources involved in completing the project.
- Special mechanical equipment or technology used in the project.

Investments: Not to exceed 30 words.

- If applicable, list NFP grant dollars along with other leveraged funds. Include the total money invested in the project.

Contact:

- Name, number, email and existing website(s).

National Fire Plan Success Story Template

For Conservation/Environmental Education Projects

***Remember, try to tell a story, make it compelling for the reader.*

Project Name:

Project Location

Year

Opening Brief: Not to exceed 50 words.

- Write this part as if it were the lead paragraph for a press release.
- Why is this project/education program significant?
- Who was involved?

Project Description: Not to exceed 150 words.

- Project location (forest, district, management unit, park, school district etc.)
- The program goals, age group of participants, and the activities accomplished.
- Scope and measurables – such as # of persons reached, affected, or educated.

Partners: Not to exceed 50 words.

- A list of partners involved
- A description of the collaboration process.

Outcomes: Not to exceed 50 words.

- Outcomes achieved or outcomes/results expected when completed.

Contact:

- Name, number, email and existing website(s).

National Fire Plan Success Story Template

For Honors and/or Awards other than NFP Awards

***Remember, try to tell a story, make it compelling for the reader.*

Award/Recognition Title:

Year

Names:

- Name(s) of Individual or Group
- List job titles and the agency or organization they worked for at the time of the award.

Award Description: Not to exceed 150 words.

- What was the award or recognition for?
- What was significant about the individual's or group's accomplishment?
- Project location (forest, district, management unit, park, school district etc.)
- Scope and measurables – such as # of persons reached, affected, or educated, # of acres treated etc.

Partners: Not to exceed 50 words.

- A list of partners involved
- A description of the collaboration process.

Outcomes: Not to exceed 50 words.

- Outcomes achieved or outcomes/results expected when completed.

Contact:

- Name, number, email and existing website(s).

National Fire Plan Success Story Template

Instructions and Requirements

Due Date:

Success stories are due Tuesday, March 1, 2005.

Please send stories electronically and if necessary, mail photos or CDs to:

Lori Hammer

Fire and Aviation Management

333 SW First Avenue

Portland, Oregon 97204

lori_hammer@or.blm.gov

(503) 808-6473

Formatting Your Success Story:

- Use only **Times New Roman** or **Arial** fonts at 12 pt. Times New Roman is best for the body of the story and Arial is best for titles and photo captions.
- Use one space, not two, after the punctuation at the end of a sentence.
- Use one column, page width, not two columns on the page.
- Do not use justified text. “Align Left” text works best.
- Do not use text boxes – they bloat the size of the document.

Formatting Photos:

- If you have questions about the preparation of images, please contact Lori Hammer at (503) 808-6473.
- Resolution – All electronic images should be at least 300 DPI (dots per inch) at a size of 4 x 5 inches. Default resolutions on most digital cameras are **not** high enough. You’ll have to override the default and choose a higher resolution. (To check the DPI, click on “properties” for the image file.) Photos should be formatted in .tif or .jpg formats.
- Scans of slides or prints – We have the capability to scan slides or photographs. Please do not send originals, slides and photos can not be returned.
- Photos we can **not** use – PowerPoint graphics (*.ppt), images downloaded from the web, and images embedded in Word documents.

Photo Credits & Captions:

- Include a caption for each photo, a maximum of 15 words each. It should answer the who, what, where, when, and/or why.
- Label each caption with the file name for the corresponding photo.
- Include the photographer’s name, the location of the photo, and the identity of anyone in the photo.